



## **BANK OF TANZANIA ACADEMY**

### **JOINING INSTRUCTIONS**

It is a pleasure to inform you that you have been selected to pursue a two-year Ordinary Diploma in Banking Practice and Supervision Programme at the Bank of Tanzania Academy. The Academy has two campuses in Mwanza City being administrative offices, classrooms, library and computer lab located at Capri Point area along Railway Road and Nyerere Road.

I would like to draw your attention to the following aspects related to this programme:

- a) You are required to appear for registration from 17<sup>th</sup> to 21<sup>st</sup> October 2022 starting at 0900 hours. Failure to register within the stipulated period will warrant us to offer your chance of admission to another student.
- b) You are strongly advised to attend orientation, which will be conducted from Wednesday 19<sup>th</sup> October 2022 to Friday 21<sup>st</sup> October 2022.
- c) The lectures will officially commence on 24<sup>th</sup> October 2022. There will be no room for registration after the commencement of studies.
- d) For registration purposes, you should bring with you all ORIGINAL certificates or result slips and three recent passport-sized photographs.
- e) During registration, you are required to submit the academic certificates (Ordinary Level, Advanced Level certificates and Birth certificates) which have been certified as the true copy of the original,
- f) You will be admitted upon receipt of evidence for payment of tuition fees as per the schedule indicated in the joining instruction.
- g) You will be allocated the hostel upon submission of evidence for payment of the charges.

In case of any enquiry, please don't hesitate to contact **Mr. Antony Lukala our Admission Officer through mobile number 0765 091 264.**

The following are the necessary conditions for admission:

#### **1. DECLARATION REGARDING COMPLETION OF THE COURSE**

All candidates confirming acceptance of vacancies at the Academy must undertake to complete the course unless required to do otherwise by the Academy. Please, sign the relevant sections of the enclosed form of acceptance of the vacancy and medical certificate. Completed forms must be returned to the Academy during registration.

## **2. MEDICAL EXAMINATION**

Admission into the programme is conditional upon a satisfactory medical report being received by the Academy. Students are therefore asked to undergo a medical examination by registered medical practitioners. Use the enclosed form which should be duly filled and signed and submitted to the Academy during registration.

## **3. REGISTRATION AND COURSE COMMENCEMENT**

Registration will start on **17<sup>th</sup> October 2022** and the course will commence on **24<sup>th</sup> October 2022**. If you cannot report on these dates for any reason please, inform us immediately, otherwise, we shall assume that you have opted not to attend the course and the vacancy will be filled by another candidate.

## **4. WHAT TO BRING**

- (i) Three (3) passport-size photographs taken recently
- (ii) National certificates for Form Four (Certificate of Secondary Education) and Form Six (Advanced Certificate of Secondary Education) or result slip for those who completed form six in 2022; and
- (iii) Birth Certificate

### **Please Note:**

- (a) At the time of registration, all certificates must be original (**plus certified photocopies**). Any candidate without original certificates will not be registered.
- (b) Submission of forged certificates or any false document is a criminal offence and will be dealt with according to the law.

## **5. DISCIPLINE**

Students joining the Academy are expected to observe and abide by the Students By-Laws of the Academy, Examination Regulations or any other lawful orders given by the Principal, lecturers or any other person in authority. Failure to observe or comply with any lawful order may lead to summary dismissal from the Academy.

## **6. FEE STRUCTURE PAYABLE TO THE ACADEMY**

### **Mode of Payment**

All fees will be paid through control number, which will be provided at BOT Academy during registration as per the following schedule:

DIPLOMA - FIRST YEAR FEE STRUCTURE			
INSTALMENT	ITEMS	CHARGES FOR LOCAL STUDENTS (in TZS)	CHARGES FOR FOREIGN STUDENTS (in US\$)
1 <sup>st</sup> Instalment	Tuition Fees	500,000.00	500.00
	Research/Field fees	105,000.00	105.00
	Registration Fees	50,000.00	50.00
	Examination Fees	50,000.00	50.00
	NACTE Fees	15,000.00	15.00
	Student Union contribution	20,000.00	20.00
	NHIF Fees	50,400.00	50.00
	Student ID	10,000.00	10.00
	Caution Money	50,000.00	50.00
	<b>Subtotal</b>	<b>850,400.00</b>	<b>850.00</b>
2 <sup>nd</sup> Instalment	Tuition Fees	500,000.00	500.00
	<b>Subtotal</b>	<b>500,000.00</b>	<b>500.00</b>
	<b>Main Total for Year 1</b>	<b>1,350,400.00</b>	<b>1,350.00</b>
DIPLOMA – SECOND YEAR TWO FEE STRUCTURE			
INSTALMENT	ITEMS	CHARGES FOR LOCAL STUDENTS (in TZS)	CHARGES FOR FOREIGN STUDENTS (in US\$)
1 <sup>st</sup> Instalment	Tuition Fees	500,000.00	500.00
	Research /Field fees	105,000.00	105.00
	Examination Fees	50,000.00	50.00
	NACTE Fees	15,000.00	15.00
	NHIF Fees	50,400.00	50.00
	<b>Subtotal</b>	<b>720,400.00</b>	<b>720.00</b>
2 <sup>nd</sup> Instalment	Tuition Fees	500,000.00	500.00
	<b>Subtotal</b>	<b>500,000.00</b>	<b>500.00</b>
	<b>Main Total for Year 2</b>	<b>1,220,400.00</b>	<b>1,220.00</b>

## 7. ALLOWANCES PAYABLE DIRECT TO STUDENTS

The following are recommended rates for various payments by sponsors that can be made directly to students:

### A. Books and Stationery Allowance

Item	CHARGES FOR LOCAL STUDENTS (in TZS)	CHARGES FOR FOREIGN STUDENTS (in US\$)
Books and Stationery Allowance	400,000.00	400.00
Production of Project/Field Report	200,000.00	200.00
Accommodation Per Semester	450,000.00	450.00
Meals Per Day	25,000.00	25.00

### B. Field Allowances

At least TZS 10,000 per day subject to any variations as may be provided for by the sponsor. Field practical for Diploma shall be for 10 weeks per year. These are indicative fees which can be negotiated with the sponsor (not directly payable to the Academy).

#### **PLEASE NOTE:**

- No student will be admitted into the programme without paying the relevant fees.
- Fees for the year can be paid in installments as indicated in fees structure and must be completed within the stated deadline.
- The contribution of TZS 50,400 for NHIF (National Health Insurance Fund) shall be compulsory for joining students without medical insurance. However, students with valid health insurance cover are required to submit them during registration.

**NB:** It is expected that every sponsor will adhere to the above payment schedule. Failure of which will lead to the respective student being barred from attending classes or sitting for tests/examinations.



**BANK OF TANZANIA ACADEMY**  
**STUDENT'S ACCEPTANCE OF ADMISSION AT BANK OF TANZANIA**  
**ACADEMY**

**Part One**

I accept the admission as a student for the year 2022/2023 to pursue the Ordinary Diploma in Banking Practice and Supervision **(ODBPS)**

I promise that I will study hard during the course and will continue with my studies at the Academy for the entire period of the course unless I am dismissed by the Principal or any other person holding authority duly given to him by the Advisory Body of the Academy. I declare that I have made no any crime(s) which can disrupt my studies at the Academy.

I confirm that I will abide by the standing students By-Laws of the Academy, Examination Regulations/Rules or any legal orders given by the Principal, lecturers or any other person in authority. I further affirm that I am the same person who applied to admittance to the Academy under this name, and shall not change the names thereof.

I also undertake to produce at the time of admission a medical report, from any Government or recognized medical doctor stating clearly that I am fit to undergo the two-year Ordinary Diploma in Banking Practice and Supervision **(ODBPS)**

That the Academy may refer me to do a fresh medical examination if it feels necessary notwithstanding the previous medical report.

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Part Two**

**Employer's /Sponsor's Certificate**

We approve the Sponsorship of the above candidate to undertake the Diploma course and confirm that he/she will be released from duties to attend the course

We further confirm that this /Company/Organization/Ministry/Family will sponsor the student and pay the Academy fees. We also know that fees once paid will not be refunded under any circumstances.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Mobile Number \_\_\_\_\_

E-mail: \_\_\_\_\_

Date \_\_\_\_\_



**BANK OF TANZANIA ACADEMY**

**REQUEST FOR MEDICAL EXAMINATION**

**PART A:**

**To: The Medical Officer**

**From: The Principal**

Bank of Tanzania Academy  
47 "W" Railway Road, Capri-Point,  
P. O. Box 131,

**MWANZA.**

Tel. +255 28 2500709/2500983

Fax: +255 28 2500984

Mr. /Mrs. /Miss (Student) \_\_\_\_\_

Please examine the above named student as to his/her fitness for undergoing the two years Diploma Course in Banking Practice and Supervision (**ODBPS**).

Thank you in advance.

\_\_\_\_\_  
**PRINCIPAL ACADEMY**

**PART B:**

**Medical Certificate**

(To be completed by Medical Officer)

**A. PERSONAL HISTORY**

Is the examinee suffering from any of the following? Indicate Yes or No.

- |                               |  |
|-------------------------------|--|
| 1. Tuberculosis_____          | 15. Epilepsy _____                       |
| 2. Pneumonia_____             | 16. Deformity _____                      |
| 3. Pleurisy_____              | 17. Psychiatric_____                     |
| 4. Asthma_____                | 18. Eye disorder_____                    |
| 5. Rheumatic fever_____       | 19. Ear, Nose/Throat Disorder_____       |
| 6. Allergic disorder_____     | 20. Skin diseases_____                   |
| 7. Heart disease_____         | 21. Anemia_____                          |
| 8. Gastric or duodenal_____   | 22. Gynecological disorder_____          |
| 9. Recurrent indigestion_____ | 23. Malaria/other tropical Diseases_____ |
| 10. Jaundice_____             | 24. Major or Minor Operation_____        |
| 11. Dysentery_____            | 25. Serious accidents_____               |
| 12. Varicose Veins_____       | 26. Any other serious disorder_____      |
| 13. Diabetes_____             |  |

**B. PHYSICAL EXAMINATION**

- |                       |                            |
|-----------------------|----------------------------|
| 1. Height_____        | 3. Weight_____             |
| 2. Skin diseases_____ | 4. Eyes: Conjunctivae_____ |

Pupils\_\_\_\_\_

Vision Right\_\_\_\_\_ Left\_\_\_\_\_

5. Please state conditions with glasses Right\_\_\_\_\_of ears (if any discharge)Any Abnormality\_\_\_\_\_

Cardiovascular System



Blood pressure Systolic \_\_\_\_\_ Diastolic \_\_\_\_\_

Heart Any Murmur? \_\_\_\_\_

Arteries and Veins \_\_\_\_\_

Abdomen \_\_\_\_\_ Hernia \_\_\_\_\_

Hydrocele \_\_\_\_\_

Masses \_\_\_\_\_

Liver \_\_\_\_\_

Kidney \_\_\_\_\_

Rectal \_\_\_\_\_

Any clinical evidence of hyperacidity or Gastric Duodenal ulcer? \_\_\_\_\_

**C.LABORATORY**

1. Urine Albumin \_\_\_\_\_

Sugar \_\_\_\_\_

Lucoocytes \_\_\_\_\_

Bilharzias \_\_\_\_\_

2. Stool: Special emphasis on Hookworm or Bilharzias

3. Blood Examination: Hb Level \_\_\_\_\_

(a) Neutrophils \_\_\_\_\_

(b) Eosinophils \_\_\_\_\_

(c) Basophils \_\_\_\_\_

(d) Lymphocytes \_\_\_\_\_

(e) Monocytes \_\_\_\_\_

(f) ESR \_\_\_\_\_

4. Serology: Widal test \_\_\_\_\_ VDRL \_\_\_\_\_

**D. MEDICAL CERTIFICATE**

I have examined the above and consider that he/she is physically fit/unfit to undergo the Ordinary Diploma in Banking Practice and Supervision stated above.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Station \_\_\_\_\_ Designation \_\_\_\_\_

Official Stamp